

## AgLearn Training for 2013

Each class will be held from 12:30 pm – 3:00 pm EST

January		
<b>Training</b>	<b>AgLearn Administrator Training</b>	<b>Report Training</b>
<b>Dates</b>	<b>15-16</b>	<b>30</b>
	<ul style="list-style-type: none"> <li>○ Perform employee search</li> <li>○ Add/Remove training to/from To-Do List</li> <li>○ Create a training Item (course / class / conference, etc.)</li> <li>○ Recording credit for Completed Work</li> <li>○ Running Reports</li> <li>○ SF-182's</li> </ul> <a href="#">Click Here to Register</a>	<ul style="list-style-type: none"> <li>○ Running and Managing reports in AgLearn</li> <li>○ Scheduling background reports</li> </ul> <a href="#">Click Here to Register</a>
<b>Presenter</b>	Lyndell/Sherell	Lyndell/Sherell
February		
<b>Training</b>	<b>SF-182 Training</b>	<b>AgLearn Administrator Training</b>
<b>Dates</b>	<b>12</b>	<b>12-13</b>
	<ul style="list-style-type: none"> <li>○ Create SF-182's for employees</li> <li>○ Approval and Verification process</li> <li>○ SF-182 reports</li> </ul> <a href="#">Click Here to Register</a>	<ul style="list-style-type: none"> <li>○ Perform employee search</li> <li>○ Add/Remove training to/from To-Do List</li> <li>○ Create a training Item (course / class / conference, etc.)</li> <li>○ Recording credit for Completed Work</li> <li>○ Running Reports</li> <li>○ SF-182's</li> </ul> <a href="#">Click Here to Register</a>
<b>Presenter</b>	Lyndell/Sherell	Lyndell/Sherell
April		
<b>Training</b>	<b>SF-182 Training</b>	<b>AgLearn Administrator Training</b>
<b>Dates</b>	<b>17</b>	<b>7-8</b>
	<ul style="list-style-type: none"> <li>○ Create SF-182's for employees</li> <li>○ Approval and Verification process</li> <li>○ SF-182 reports</li> </ul> <a href="#">Click Here to Register</a>	<ul style="list-style-type: none"> <li>○ Perform employee search</li> <li>○ Add/Remove training to/from To-Do List</li> <li>○ Create a training Item (course / class / conference, etc.)</li> <li>○ Recording credit for Completed Work</li> <li>○ Running Reports</li> <li>○ SF-182's</li> </ul> <a href="#">Click Here to Register</a>
<b>Presenter</b>	Lyndell/Sherell	Lyndell/Sherell
May		
<b>Training</b>	<b>SF-182 Training</b>	<b>AgLearn Administrator Training</b>
<b>Dates</b>	<b>17</b>	<b>7-8</b>
	<ul style="list-style-type: none"> <li>○ Create SF-182's for employees</li> <li>○ Approval and Verification process</li> <li>○ SF-182 reports</li> </ul> <a href="#">Click Here to Register</a>	<ul style="list-style-type: none"> <li>○ Perform employee search</li> <li>○ Add/Remove training to/from To-Do List</li> <li>○ Create a training Item (course / class / conference, etc.)</li> <li>○ Recording credit for Completed Work</li> <li>○ Running Reports</li> <li>○ SF-182's</li> </ul> <a href="#">Click Here to Register</a>
<b>Presenter</b>	Lyndell/Sherell	Lyndell/Sherell
July		
<b>Training</b>	<b>AgLearn Administrator Training</b>	<b>Report Training</b>
<b>Dates</b>	<b>9-10</b>	<b>17</b>
	<ul style="list-style-type: none"> <li>○ Perform employee search</li> <li>○ Add/Remove training to/from To-Do List</li> <li>○ Create a training Item (course / class / conference, etc.)</li> <li>○ Recording credit for Completed Work</li> <li>○ Running Reports</li> </ul> <a href="#">Click Here to Register</a>	<ul style="list-style-type: none"> <li>○ Running and Managing reports in AgLearn</li> <li>○ Scheduling background reports</li> </ul> <a href="#">Click Here to Register</a>
<b>Presenter</b>	Lyndell/Sherell	Lyndell/Sherell

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September		October
Training	AgLearn Administrator Training	SF-182 Training
Dates	10-11	16
	<ul style="list-style-type: none"><li>○ Perform employee search</li><li>○ Add/Remove training to/from To-Do List</li><li>○ Create a training Item (course / class / conference, etc.)</li><li>○ Recording credit for Completed Work</li><li>○ Running Reports</li></ul> <a href="#">Click Here to Register</a>	<ul style="list-style-type: none"><li>○ Create SF-182's for employees</li><li>○ Approval and Verification process</li><li>○ SF-182 reports</li></ul> <a href="#">Click Here to Register</a>
Presenter	Lyndell/Sherell	Lyndell/Sherell
November		
Training	AgLearn Administrator Training	
Dates	5-6	
	<ul style="list-style-type: none"><li>○ Perform employee search</li><li>○ Add/Remove training to/from To-Do List</li><li>○ Create a training Item (course / class / conference, etc.)</li><li>○ Recording credit for Completed Work</li><li>○ Running Reports</li></ul> <a href="#">Click Here to Register</a>	
Presenter	Lyndell/Sherell	
December		
Training	AO Webcast	
Dates	TBA	
	<ul style="list-style-type: none"><li>○ Aglearn, more than just mandatory training! An overview of available resources in AgLearn and how to manage the “My Employees Tab”.</li></ul>	
Presenter	Lyndell/Sherell	